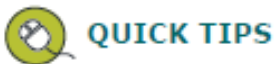




II. Accessing QTRS with Jump To

- 1) Enter QTRS in the Jump To field
- 2) Click Go
- 3) Enter your selection criteria in the filter fields on the page and click Browse or press enter on the keyboard

The screenshot shows the AMS Advantage Time Catalog interface. At the top right, there is a 'Jump to' field containing the text 'QTRS' (marked with a red circle and the number 1) and a 'Go' button (marked with a red circle and the number 2). Below this, there is a 'Browse' button (marked with a red circle and the number 3). The main area of the form contains several input fields for filtering results, including 'First Name', 'Last Name', 'Employee ID', 'Appointment ID', 'Document Phase', 'Document Status', 'Employment Status', 'Home Department', 'Home Unit', 'Pay Location', 'Work Location', 'Payroll Number', 'Positive/Exception ID', and 'Last User ID'. To the right of these fields are summary statistics: 'Total Hours', 'Base Pay Total', 'Overtime Pay Total', 'Other Total', 'Group 1 Total', 'Group 2 Total', 'Pay Class', and 'Title'. At the bottom left, there are buttons for 'Open', 'Validate', 'Submit', 'Copy', and 'Download'.



For additional information on using QTRS download the Accessing Employee 's Timesheet Cheat Sheet. You can download the PDF version using the following link:

[Access Employee's Timesheet](#) ;

or from the eCAPS website at:

http://ecapsweb.lacounty.gov/Project/eHR/TimeCollection/TC_Training.asp



Accessing ATLM and QTRS

mylacounty.gov

This quick reference guide provides detailed steps on how to access the Time and Leave Management (ATLM) and the Time Document Catalog (QTRS) pages in eHR via mylacounty.gov:

Page

Description

I. Time and Leave Management (ATLM)

ATLM displays timesheets, timesheet adjustments, as well as leave balances and leave accrual and usage information for the selected employee. This page is also where timesheets are created for hourly employees.

II. Time Document Catalog (QTRS)

QTRS displays links to timesheets as well as timesheet adjustments for entered criteria, including: unit, pay location, name, and employee number.

To get started, you need to login to mylacounty.gov. If you need some help logging in, consult the Logging in to mylacounty.gov Quick Reference Guide and video tutorial which are available at <http://mylacounty.gov/wps/portal/mylac> (the materials can be accessed without logging in).

Once you have logged into mylacounty.gov, all the applications you have access to will be displayed in the My Applications tab.

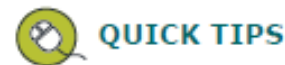
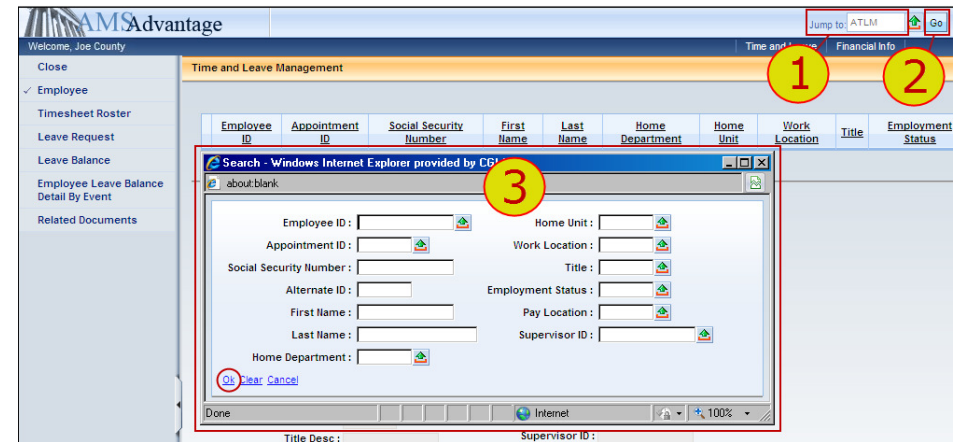
Launching the eHR Application from My Applications

Once you have logged into mylacounty.gov, launch the eHR application from the My Applications tab.



I. Accessing ATLM with Jump To

- 1) Enter ATLM in the Jump To field
- 2) Click Go
- 3) Enter your selection criteria in the search window and click OK or press enter on the keyboard



For additional information on using ATLM download the TMA 501 Training Guide and view chapter 2, Accessing Employee Time and Leave Information. You can download the PDF version using the following link:

[TMA 501 Advanced Time and Attendance;](#)

or from the eCAPS website at:

http://ecapsweb.lacounty.gov/Phase2/Learning_Center_CoreHR_Dept.asp